

OFFICE OF THE STATE COMPTROLLER (OSC)
JOB OPPORTUNITY
INFORMATION TECHNOLOGY TECHNICIAN TRAINEE (TARGET CLASS: INFORMATION TECHNOLOGY TECHNICIAN)
RETIREMENT SERVICES DIVISION – DATA PROCESSING UNIT

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: Retirement Services Division – Data Processing Unit, 55 Elm Street, Hartford, CT
Job Posting No: 100852
Hours: Full Time (35 hrs/week)
Salary: \$37,464 (EU15) Starting Annual Salary
Closing Date: Tuesday, May 15, 2012

The Retirement Services Division – Data Processing Unit of the Office of the State Comptroller (OSC) is currently seeking qualified candidates to fill one (1) **Information Technology Technician Trainee** position. This position is accountable for receiving on the job training in performing basic technical work involving help desk functions, user support and assisting in application support. The target classification is **Information Technology Technician**.

Examples of Duties:

The position will be responsible for scheduling and executing jobs for the entire unit's supported area; provide backup and recovery support on both the mainframe and the server environments; assist in the development of a user liaison entity to provide front line support to the user community for all functions including desktop support, system security, LAN interface functionality and performs other related duties as required.

Knowledge, Skills and Abilities:

Knowledge of functioning and use of information systems; knowledge of major concepts and terms used in the information technology profession; basic interpersonal skills; basic logic and analytical skills; ability to prepare and maintain accurate records; ability to prepare written materials and reports; ability to follow oral and written instructions.

General Experience:

Two (2) years of experience in computer operations support or another computer related support area.

Substitutions Allowed: College training in management information systems, computer science, electrical engineering or information technology related area may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience to a maximum of two (2) years.

Please Note: Appointment to positions in this class shall be for a period not to exceed two (2) years.

Note: In accordance with State procedures, candidates appearing on Reemployment/SEBAC lists will be given first preference.

Application Instructions:

Interested and qualified candidates who meet the above requirements must submit a cover letter, a completed signed State Application Form (CT-HR-12) and resume (optional) (original **AND** one copy). (**Please indicate the job posting number on the application form**) no later than the closing date at the top of this announcement to:

Elena Vazquez, HR Associate
Office of the State Comptroller/Human Resources
55 Elm Street, 2nd Floor, Room 208
Hartford, CT 06106
OR

Fax to: 860-702-3324 (If faxing, only one application is necessary.)
Email: elena.vazquez@po.state.ct.us

INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER THE CLOSING DATE INDICATED ABOVE WILL NOT BE CONSIDERED.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.